



noyb - European Center for Digital Rights
Goldschlagstraße 172/4/3/2
1140 Vienna
AUSTRIA

Data Protection Notice

for applicants at noyb

I. Controllershship and scope of application

noyb - European Center for Digital Rights, Goldschlagstraße 172/4/3/2, 1140 Vienna, ZVR: 1354838270, info@noyb.eu ("noyb" / "we" / "us") is the controller for processing activities described in this notice.

This notice applies to all persons applying for a position with noyb, regardless of whether the employment sought is temporary or permanent, paid or unpaid, or whether it ultimately leads to the establishment of an employment contract or other legal relationship.

It applies from the time we receive the application documents. In the event of the establishment of an employment contract or another legal relationship, the *Data Protection Notice for Employees*, the *Data Protection Notice for Trainees* or the *Data Protection Notice for Volunteers* shall replace it.

II. Categories of personal data, purpose, legal basis and retention period

noyb processes personal data of applicants that fall under the following categories (as shown in the table below) in accordance with **Article 6(1)(b) GDPR** in order to take steps at the request of the data subject (initiation of an employment contract or another legal relationship (traineeship/volunteering) with noyb). Any storage of applicant data beyond the specified retention period ("record keeping") shall only take place with the applicant's consent in accordance with Article 6(1)(a) GDPR. We may ask for such consent in the course of the application process:

Data category	Purpose	Retention period or -criteria
Identity and address data (incl. email address and telephone number)	<ul style="list-style-type: none">• Identification• Communication	7 months from receipt; with consent until consent is withdrawn
Information visible in the application documents	Assessment of the suitability of the applicant	7 months from receipt; with consent until consent is withdrawn
Information collected via online questionnaire	<ul style="list-style-type: none">• Determination of the applicant's availability in terms of time• Assessment of the applicant's language skills and professional competence	7 months from filling in the questionnaire
Information in work samples	Assessment of the applicant's professional competence	7 months from receipt
Notes on job interviews	Assessment of the applicant's professional competence and soft skills	7 months after the interview

III. Origin of data, data recipients and data transfers outside the EEA

We collect all data from the data subject (Article 13 GDPR) and do not share it with third parties. We use Hetzner Online GmbH, Industriestrasse 25, 91710 Gunzenhausen, Germany as a technical service provider (server infrastructure); Hetzner does not qualify as processor under Article 4(8) GDPR, as Hetzner has no access to the data.

With the prior consent of the data subject, *noyb* may obtain references from third parties and pass on the applicant's data for this purpose. In this case, *noyb* will provide separate information under Article 14 GDPR.

All data processing takes place within the EEA.

IV. Necessity of data provision

The provision of the data mentioned in point II. is necessary for the establishment of an employment contract or another legal relationship between *noyb* and the applicant. Without providing this data, we cannot (further) consider an application in the application process as it cannot be evaluated.

V. Rights of data subjects

Applicants to *noyb* have the following rights as data subjects:

- Access to processed data (Article 15 GDPR);
- Rectification of inaccurate data (Article 16 GDPR);
- Erasure, in particular if the data are no longer necessary to achieve the purpose or have been unlawfully processed (Article 17 GDPR);
- Restriction of processing, in particular if the accuracy of the data is contested while we verify it or if the applicant requires the data for the establishment, exercise or defence of legal claims (Article 18 GDPR);
- Data portability (Article 20 GDPR); and
- Withdrawal of any consent given (only relevant in the case of desired retention of evidence or when obtaining references from third parties).

Any such requests or questions should be addressed to info@noyb.eu.

No automated individual decision-making (Article 22 GDPR) takes place.

In addition, applicants have the right to lodge a complaint with the competent supervisory authority (Article 77 GDPR) if they believe that *noyb* has violated their rights under the GDPR. In Austria, the competent authority is the Datenschutzbehörde, Barichgasse 40-42, 1030 Vienna, dsb@dsb.gv.at.